



STATE
OF
GEORGIA

Application for
RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE
DEPARTMENT OF ARCHIVES & HISTORY
RECORDS MANAGEMENT DIVISION

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1. Application Date	INSTRUCTIONS: See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.	FOR RECORDS MANAGEMENT DIVISION USE	
2. Agency Application No.		Date Received	Application No. Date Completed
3. AGENCY, Division, Subdivision & Administering Office Address State Board of Corrections Offender Administration Room 801-B, Trinity Washington Building Atlanta, Georgia		4. Person to Contact Margaret Feagin	5. Working Title Records Supervisor
		6. Tel. No. 656-3792	

7. ACTION REQUESTED

- ☒ ESTABLISH DISPOSITION STANDARD;
RECORD WILL CONTINUE TO ACCUMULATE. ☐ DISPOSE OF PRESENT ACCUMULATION;
NO FURTHER ACCUMULATION ANTICIPATED.

8. Earliest & Latest
Dates of Series
Earliest to Present

9. Exact Series Title
Escaped Inmate Personnel File

10. What is the function of the office in which this record series is created?

The administration and direction of the Discharge and Detainer Programs for felon and misdemeanor inmates including the computation of time, production of inmates as a result of court orders and judicial actions, and the timely notification of all interested probation officials, courts and law enforcement agencies upon discharge or release of inmates. Initiate administer, maintain and control the official inmate personnel files on all incoming prisoners, the current prison population and non-custody prisoners (including Parolees and Escapees). Classify, assign, and transfer inmates within the State Correctional System and to other State and Federal agencies. Maintains a locator and cross index system on all currently incarcerated prisoners and all personnel with prior incarceration in the Georgia Correctional System.

11. This file contains the following documents (include form numbers and titles, if any, and file arrangement).

Documents relate to the individual chronological history of incarceration and reports of escape of the active escaped inmate. Included are coded reports to the Federal Bureau of Investigation, file control card, correspondence, reports of escape, court sentences and sentence computations. Files are arranged alphabetically by name of inmate.

ATTACH SAMPLES OF THE FILE

12. EQUIPMENT OCCUPIED	No. of Drawers	Cu. Ft. of Records	ANNUAL RATE OF ACCUMULATION	No. of Drawers	Cu. Ft. of Records
Letter-size File Drawers				10 files per year	
Legal-size File Drawers			Floor Space Occupied (Square Feet)	In Office(s)	In Storage Area(s)
Open Shelf File	35 lin.	feet		This Year's	Last Year's
			AVERAGE DAILY REFERENCES	2	2
				Preceding Year's	All Prior Years

QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain

- | | YES | NO |
|--|-------------------------------------|-------------------------------------|
| 13. Is this the Record Copy of the series? | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 14. Is there a duplication of this series in another office or agency? | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 15. ^(See Attachment) Is the information contained in this series ever summarized or published?
Attach copy of summary or publication. | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 16. Does the series contain classified information requiring security handling? | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 17. ^{Ga. Code Ann. 77-307; Rules of State Board of Corrections: 125-1-1-.05} Does the series initiate, amend or terminate agency policies and procedures? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 18. Could the function be performed if the files were lost or destroyed?
^(See Attachment) | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 19. Is the series (or major portion of it) regularly microfilmed? If yes, why? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 20. Does the record series provide data as input to an EDP file? | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 21. Does the record series contain documentation produced as EDP printout? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 22. Has the Federal Government issued instructions governing the retention/disposition of these files? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 23. Will there be a need for these records 10, 15 years from now? If yes, what?
^(See Attachment) | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

24. REQUIREMENTS. The following requires the files to be kept 50 years:

- a. ☐ STATE LAW b. ☐ STATUTE OF LIMITATION c. ☐ AUDIT PERIOD d. ☐ FEDERAL LAW e. ☒ ADMINISTRATIVE DECISION f. ☐ HISTORICAL VALUE
(Cite Law, Statute, or other reason for the retention requirement)

25. AGENCY RECOMMENDATIONS. This agency recommends that the file series be cut off at the end of each - ☒ CALENDAR YEAR - ☐ FISCAL YEAR - ☐ OTHER _____, then:

- ☒ Hold in the current files area _____ month(s)/ 20 year(s):
☒ Transfer to ☒ State Records Center ☐ Local Holding Area; hold 30 year(s):
☒ Destroy.
☐ Transfer to State Archives for permanent retention.
☐ Destroy immediately after cut-off.
☐ Other: (Specify) _____

(Indicate briefly rationale for recommendations above/or write additional remarks):

Records Management Officer (Signature)	Date	OTHER REQUIRED SIGNATURES	DATE
<i>Richard S. Mahoney</i>	<i>4/3/74</i>		
26. Recommendations in paragraph 25 are:	Agency Head/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>Allen Hunt</i>	<i>4-3-74</i>
	State Auditor/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>William M. Dixon</i>	<i>4-23-74</i>
	Secretary of State/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>Carroll Hart</i>	<i>4-23-74</i>
	Attorney General/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>Robert H. Shell</i>	<i>4-23-74</i>

STATE RECORDS
COMMITTEE

Item 14

The penal institutions where the escape occurred also keep an active escaped inmate file.

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A "Kardex" file is maintained for cross-reference purposes and it contains enough data to determine court sentences, previous arrests in Georgia and final disposition of inmate.

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There can be an indefinite length of time until the recapture of the escaped inmate if ever.